

Position Description

Policy and Advocacy Support Officer

Created: January 2026

Reports to: Manager, Policy & Advocacy

Level of supervision: Routine supervision provided, occasionally required to undertake stand-alone work

Location: Parkville campus

Level: 3.1

Position Type: Full Time, Fixed -Term Until December 2026

Position purpose

The Policy & Advocacy Support Officer work within the policy and advocacy team, contributes and provides support to GSA's advocacy, representation, campaign activities, action research activities and stakeholder engagement. The role also provides support to all GSA elected representatives in their advocacy related activities, with the objective of creating greater outreach and awareness of GSA's purpose and services, through policy and advocacy.

Main Responsibilities

General Administration and Student Engagement

- Assist in preparing briefs and other policy documents to support and further GSA's advocacy agenda.
- Assist with preparing and collecting data for external submissions to represent the interests of graduate students.
- Assist in completing action research as directed to further GSA's advocacy agenda.
- Support with undertaking regular consultations with graduate students to influence policy strategy and submissions.
- In consultation with the Manager – Policy and Advocacy, develop strategies to build GSA's community advocacy platform.
- Assist in supporting GSA graduate student representatives to plan and deliver campaigns.
- Support with preparing letters, media pieces, submissions, lobbying documents and other relevant documents for GSA campaigns and their spokespeople.
- Contribute to team discussions and projects.
- Contribute to organisation-wide projects as required.
- Undertake other relevant tasks as directed.

Other Duties

- Assist the Manager Policy and Advocacy with organising, planning and delivery of advocacy activities.
- Support with developing risk plans, collect data/ feedback for all policy and advocacy related events and activities.
- Assist in reviewing new policy and advocacy strategies and analysing data for potential learnings/opportunities with respect to future advocacy work.
- Contribute to policy and advocacy team planning, discussions and projects as requested.
- Maintain digital files and records related to your role.
- Assist in supporting all GSA representatives in their roles and assist in planning their advocacy activities

Judgement, Independence, and problem solving.

This position requires application of theoretical knowledge and techniques to a range of procedures and tasks.

Key Selection Criteria

Essential Criteria

- Completion of an associate diploma level qualification in relevant discipline with relevant work-related experience or a certificate level qualification with post-certificate relevant work experience.
- Written and verbal communication skills relevant to preparing persuasive policy documents and undertaking effective stakeholder engagement.
- Attention to detail with good time management and self-organization skills.
- Analytical skills and the ability to readily synthesise available research and information to provide accurate advice and guidance, including through data management and analysis.
- An understanding of the social and political factors which may affect graduate student wellbeing, employability, and learning conditions.
- Proficiency in the use of standard application software such as the Microsoft Office suite.

Desirable Criteria

- Recent postgraduate qualifications in a relevant area. A relevant area includes public policy, social policy, political science, law, economics, education, or a related discipline.
- Preference will be given to candidates that recently completed their graduate studies from University of Melbourne.
- Familiarity with the higher education sector.
- Understanding of broader student political landscape and student issues.

Working Hours

The GSA Enterprise Agreement offers significant flexibility in the distribution of working hours to meet individual needs.

Please note: *This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, you will be expected to perform other tasks that are related to this specific position description only, i.e. that relate to a role of a Policy & Advocacy Support Officer. Candidates from diverse backgrounds are encouraged to apply.*

Acknowledgement

I certify that I have read, understood, and accepted the duties, responsibilities, and obligations of this casual position.

SIGNED BY

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Employee

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Date

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Manager

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Date